

ST. AGNES ACADEMY
1851



ST. DOMINIC SCHOOL
1956

4830 WALNUT GROVE ROAD • MEMPHIS, TENNESSEE 38117
901-435-5815 • FAX: 901-435-5866

Job Title: Accounting/Employee Benefits Coordinator

Department: Business Office

Reports To: Chief Financial Officer

Job Summary: The Business Office has an opening for an accountant with at least five years of experience.

Duties Include: A/P, cash receipts, and employee benefits administration.

Good computer skills a must, including Excel, Word and ability to learn new software programs.

This is a full-time, non-exempt, salaried position and includes very good benefits.

Please forward resume and inquiries [here](#).